

QAR Team Meeting May 9, 2011

Next Meeting –May 16, 2011 at WH2NW 9:00AM

First	Last	Organization	Present
Bakul	Banerjee	CD	X
Frank	Cesarano	BSS	X
Nicole	Gee	WDRS	X
Tom	Gehrke	QAE	X
Jed	Heyes	QAE	X
Tom	King	QAE	
John	Martzel	QAE	X
Tim	Miller	ES&H	X
Kurt	Mohr	QAE	X
Adam	Bracero	TD	
Don	Rohde	AD	X
Keith	Schuh	PPD	X
John	Dawson	ES&H	X
Rod	Walton	FESS	X

Action Items for Next Meeting

1				
2				
3				

Updates:

Assurance Council: N/A

ES&H: OJT program is being received today. Testing will be starting. <https://www-esh-dev.fnal.gov/pls/cert/itna.html> Please note that it only works w/ AD ID numbers. We did this for pilot reasons.

WDRS: N/A

BSS: N/A

Assessments: Had closing meeting for BSS Records Management on Friday.

Graded Approach: Lab is in the process of having the Management Systems owners define their graded approach. Graded approach assessment may be delayed due to lack of definition of graded approach to each management system.

Process Improvement: N/A

Agenda for today: Central location for QAR information, M&TE assessment issues

NOTES:

Central location: Nothing to report.

M&TE:

ES&H, will the assessment include calibration of the master units as well as the units calibrated from the masters, or just the masters? Ans: the system will be audited, not just units themselves.

How is the required accuracy of the instrument in question determined?

Is it a pass/fail instrument?

If you have a rarely used instrument that's expensive to calibrate & is stable, does it need to be calibrated every year?

Is calibration after use acceptable?

Is farming out calibration to an outside supplier acceptable?

Is past data from supplier maintained items retrievable?

If data is attached to PO's & PO's are destroyed after 3 years, is calibration data retrievable from a separate source if necessary?

DOE414.1D has been released. The big difference between this and the previous version is that software is included in this order.

The IQA will be updated to reflect the change in reporting structure of OQBP.

Tom Gehrke

Meeting adjourned – duration 60 min